



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

14-96	VACANCY ANNOUNCEMENT - DHAHRAN	09/14/14
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OPEN TO	ALL INTERESTED APPLICANTS
POSITION	INFORMATION ASSISTANT, FSN-08 POSITION NUMBER 100170
OPENING DATE	SUNDAY, SEPTEMBER 14, 2014
CLOSING DATE	SUNDAY, SEPTEMBER 28, 2014 @ 1700HRS
WORK HOURS	FULL-TIME; 40 HOURS/WEEK
SALARY	<p>*ORDINARILY RESIDENT: POSITION GRADE: FSN-08, SR. 90,664 FULL PERFORMANCE LEVEL (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES)</p> <p>*NOT ORDINARILY RESIDENT (NOR): POSITION GRADE: FP-06 US\$ 45,185</p> <p>--SUBJECT TO CHANGE BASED ON THE HIRING MECHANISM</p> <p>--GRADE DETERMINATION WILL BE APPROVED BY WASHINGTON.</p> <p>--U. S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY.</p>

NOTE

- **ELIGIBLE FAMILY MEMBERS (EFMs): SPONSORING EMPLOYEE MUST HAVE AT LEAST ONE YEAR REMAINING ON THEIR TOUR OF DUTY FROM THE HIRING DATE OF THE EFM.**
- **EFMs: INTERESTED APPLICANTS MUST BE WITHIN 60 DAYS OF SCHEDULED ARRIVAL AT POST FROM THE CLOSING DATE OF THIS VACANCY ANNOUNCEMENT TO RECEIVE CONSIDERATION BECAUSE OF THE URGENT REQUIREMENT TO FILL THIS POSITION.**
- **ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.**

BASIC FUNCTION OF POSITION

Incumbent maintains and develops contact relationships for the Public Affairs Section (PAS), particularly among print journalists and social media contributors. Serves as webmaster and content editor of Consulate web page, implements the day-to-day online social media strategy,

and appropriately communicates the Mission's message to host country audiences. Provides written and spoken Arabic/English translations of press articles, internet materials, and official communications. Reviews Arabic publications to identify issues of interest to the mission and assist in the preparation of mission related print materials. Recommends new materials for use in Consulate social media outreach. Provides technical support to PAS utilizing audio visual, camera and computer equipment.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

1. **Education**: A university degree in English, education, translation, communication, journalism and/or managerial or social sciences is required.
2. **Experience**: At least a year of experience in media, public relations, marketing campaigns, advertising, or a job including a significant amount of customer service and communication. Experience in Arabic/English translating and interpreting, particularly for content is required.
3. **Language Requirements**: English and Arabic Level IV (Fluent: read/write/speak) for translation and interpretation. Skills will be tested.
4. **Knowledge/Other Criteria**: Comprehensive knowledge of computers and software related to web page design; graphics and multimedia; browsers, readers, and web 2.0 new media; and social networking strategies and usage. Familiarity with current affairs in host country, region and U.S. foreign policy. Must understand media limitations in Saudi Arabia.
5. **Other Skills**: Strong written and verbal communication skills. Working knowledge of word processing and some graphic understanding; internet search engines; social media websites. Ability to prioritize projects and make sound judgments about rapidly developing issues in media. Innovation, motivation, and creativity are required for development of professional digital and print content.

TO APPLY

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment DS-174;
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
4. A clear copy of valid Saudi work/residence permit;
5. Any other documentation (e.g. copy of valid work permit, essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION AND ALL DOCUMENTS AS A SINGLE PDF ATTACHMENT

TO: HRORiyadh@state.gov

DEFINITIONS*

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

The U.S. Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.
